

CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 02/06/01
AGENDA ITEM 2
WORK SESSION ITEM _____

TO: Mayor and City Council
FROM: City Manager
SUBJECT: Designation of City Manager Pro Tempore

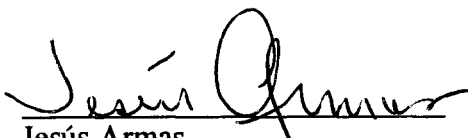
RECOMMENDATION:

It is recommended that the City Council approve the attached resolution concerning the designations of City Manager Pro Tempore.

BACKGROUND:

Section 704 of the City Charter requires that the City Manager appoint a City Manager Pro Tempore to assume City Manager duties during the absence or disability of the incumbent. It also requires that the City Council approve such designations.

In this regard, it is my recommendation that the council approve the appointment of Assistant City Manager Sanford M. Groves as City Manager Pro Tempore. In addition, in those rare instances when both Sandy and I are absent, I recommend that Michael O'Toole, City Attorney, be designated as City Manager Pro Tempore.


Jesús Armas
City Manager

Attachment: Draft Resolution

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

**RESOLUTION APPROVING THE DESIGNATION OF THE
ASSISTANT CITY MANAGER AS CITY MANAGER PRO
TEMPORE IN THE ABSENCE OF THE CITY MANAGER**

WHEREAS, Section 704 of the City Charter requires City Council approval of the City Manager's appointments of a qualified administrative officers or employees to serve as City Manager Pro Tempore during the absence or disability of the City Manager; and

WHEREAS, the Council has previously appointed Michael J. O'Toole as City Manager Pro Tempore in those instances when both City Manager and Assistant City Manager are absent or disabled.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the designation of Assistant City Manager Sanford M. Groves as City Manager Pro Tempore during the absence or disability of the City Manager.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2001

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward